



## **Keys to Successful Interviews**

Wednesday, March 6, 2013

1:30 p.m. to 3:00 p.m.

OR

Wednesday, March 20, 2013

1:30 p.m. to 3:00 p.m.

### Do you need assistance with job interviews?

- Behavioral based questions
- Interview follow-up

• How to prepare for the interview

### Job Readiness Workshop

**Thursday, March 21, 2013** 1:30 p.m. to 4:30 p.m.

### Do you need assistance with your job search?

- *Maintaining a positive attitude*
- *Job search tools & strategies*
- Networking skills

- Application Hints
- Resume and Cover Letters
- Job Interviews

# **Resume Workshop**

**Every Tuesday -** 2:00 p.m. to 3:30 p.m.

- Resume Building and Editing
- Formats and Types of Resumes
- Resume Tools, Hints & Tips
- WinWay Resume Program

### **Mock Interviews**

By Appointment Only

- Practice your interviewing skills
- Receive feedback on what works and what needs improvement

#### To reserve a space in any Workshop, contact Amy Cosgrove at (785) 762-8870



#### Participants with Disabilities

If you are in need of special accommodations, submit your request at least (5) business days in advance of the event. Please allow (10) business days for a sign language interpreter.

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